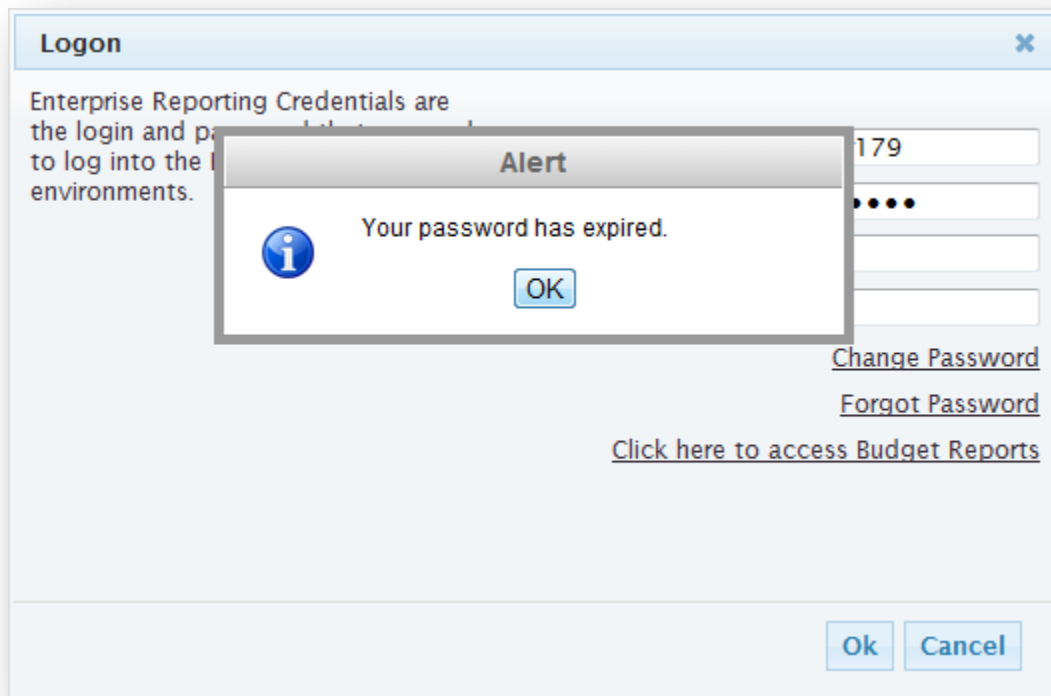


How to change your password in the ER Report Portal

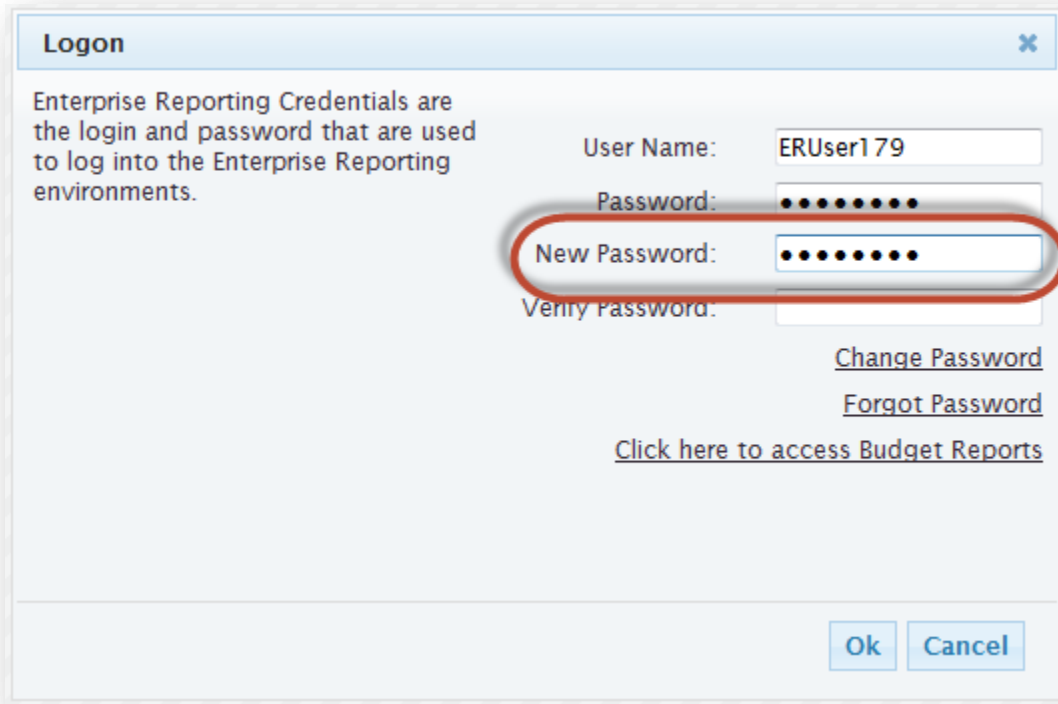
Enterprise Reporting (ER) User Passwords can be changed anytime by the user. Passwords are required to be changed every 120 days or when the Forgot Password tool is used. Follow the steps below to change your ER password.

1. Logon to the ER Report Portal using your ER **User Name** and **Password**.
2. If the system requires you to change your password you will be prompted with the following message. Once you click **Ok** you will be automatically directed to the Change Password Screen. If you are changing your password for another reason click the **Change Password** link.



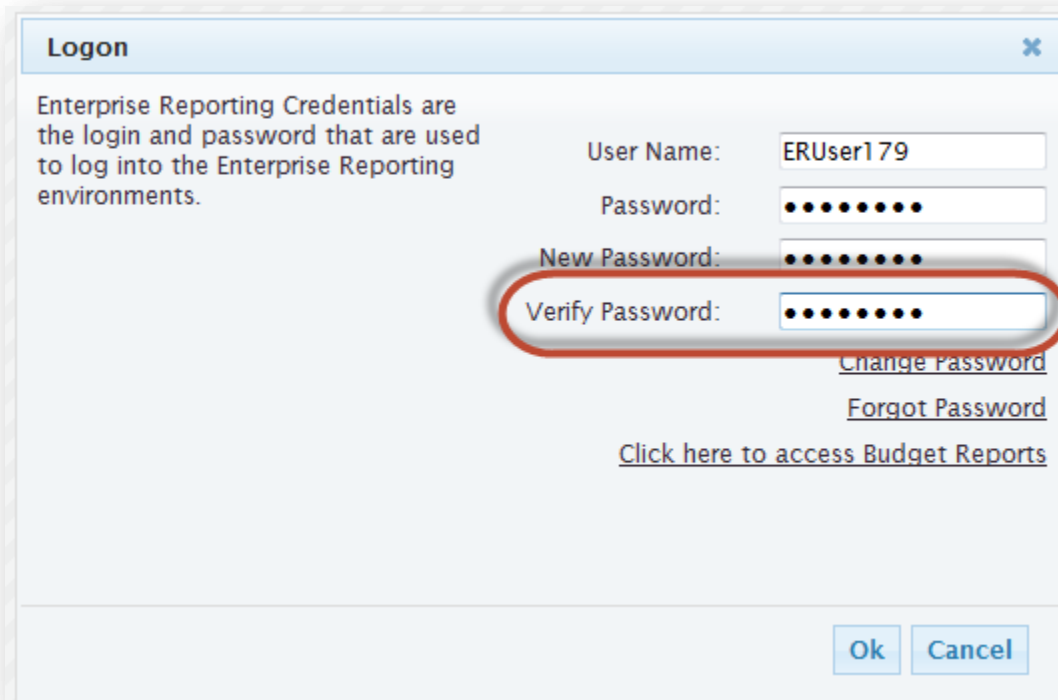
3. On the change password screen the **User Name** and **Password** will already be entered.

4. Type a new password in the **New Password** box.



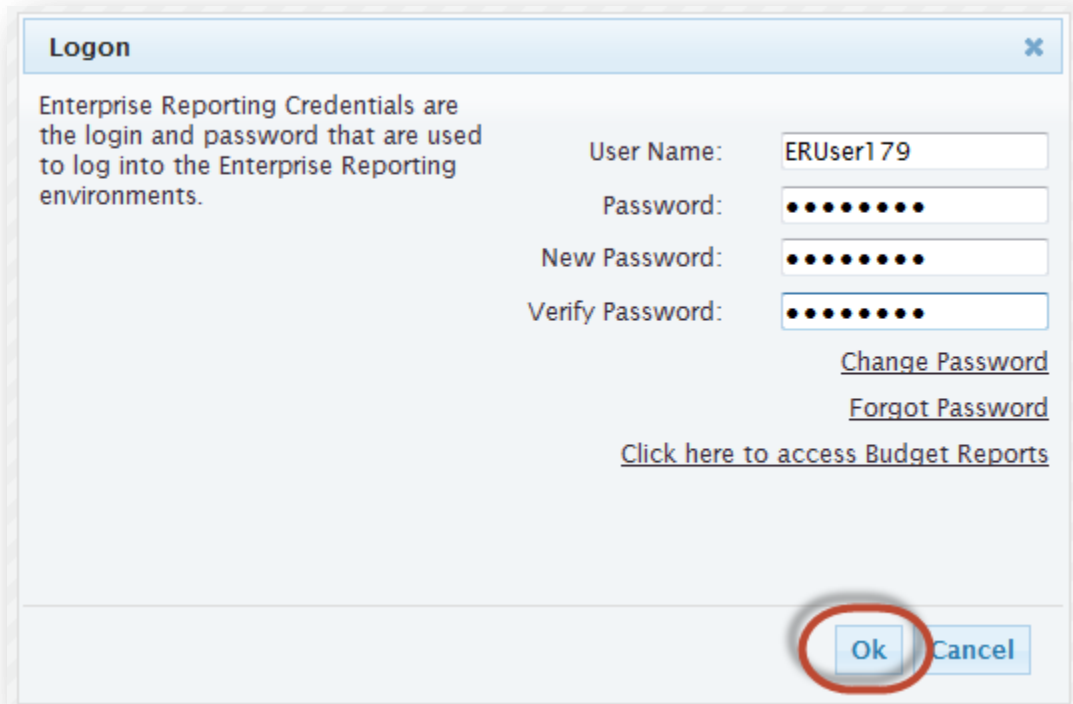
The screenshot shows a 'Logon' dialog box with a title bar containing a close button. The main text reads: 'Enterprise Reporting Credentials are the login and password that are used to log into the Enterprise Reporting environments.' On the right side, there are four input fields: 'User Name:' with the text 'ERUser179', 'Password:' with masked characters, 'New Password:' with masked characters, and 'Verify Password:' which is currently empty. A red circle highlights the 'New Password' field. Below the input fields are three links: 'Change Password', 'Forgot Password', and 'Click here to access Budget Reports'. At the bottom right are 'Ok' and 'Cancel' buttons.

5. Confirm your new password by retyping it in the **Verify Password** box.



This screenshot is identical to the previous one, but the 'Verify Password' field now contains masked characters. The 'New Password' field remains highlighted with a red circle. All other elements, including the text, links, and buttons, are the same as in the previous screenshot.

6. Click the **Ok** button.



The screenshot shows a 'Logon' dialog box with a light blue header and a close button (X) in the top right corner. On the left, a text block explains: 'Enterprise Reporting Credentials are the login and password that are used to log into the Enterprise Reporting environments.' To the right, there are four input fields: 'User Name:' containing 'ERUser179', 'Password:', 'New Password:', and 'Verify Password:', each followed by a masked password field (dots). Below these fields are three links: 'Change Password', 'Forgot Password', and 'Click here to access Budget Reports'. At the bottom right, there are two buttons: 'Ok' and 'Cancel'. The 'Ok' button is highlighted with a red circle.

7. When the Report Portal opens verify your name is in the top right corner next to **Welcome:.** If it does not appear there, refresh your browser by pressing the **F5** button on your keyboard.